

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF APRIL 8 – 12, 2013

MONDAY, APRIL 8, 2013

- | | | |
|----------|---------------------------------------|------------------------------------------------------------------|
| *4:30 pm | Neville Public Museum Governing Board | 3 rd Floor, Neville Public Museum
210 Museum Place |
| *5:30 pm | Executive Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, APRIL 9, 2013

- | | | |
|-----------|-----------------------------------------------------|--------------------------------------------------|
| *12:00 pm | Nicolet Federated Library System Board of Directors | Kress Family Library
333 N. Broadway, De Pere |
|-----------|-----------------------------------------------------|--------------------------------------------------|

WEDNESDAY, APRIL 10, 2013

- | | | |
|----------|--------------------------------------------|-----------------------------------------------------|
| *1:30 pm | Brown County Revolving Loan Fund Committee | Room 201, Northern Building
305 E. Walnut Street |
|----------|--------------------------------------------|-----------------------------------------------------|

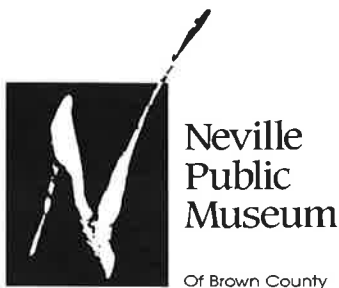
THURSDAY, APRIL 11, 2013

- | | | |
|----------|----------------------|--------------------------------------------------------|
| *5:15 pm | Human Services Board | Board Rm A, Sophie Beaumont
111 N. Jefferson Street |
|----------|----------------------|--------------------------------------------------------|

FRIDAY, APRIL 12, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

April 8, 2013

4:30 p.m.

Neville Public Museum
Third Floor Board Room

- I. Call meeting to order
- II. Approve/modify agenda
- III. Approve minutes from last Governing Board meeting, February 11, 2012
- IV. Introduction of new board member, Supervisor Bernie Erickson
- V. Brief update regarding on-going interactions between the Governing Board, County Executive, Ed & Rec Committee and Foundation Board
- VI. Discussion regarding Cultural Campus (Museum/Library co-location) concept and first meeting held at the Museum
- VII. Brief update on first museum ship (USS Green Bay) meeting/action steps
- VIII. Such other matters as authorized by law
- IX. Adjournment

Kevin Kuehn, Chair

Please contact Rolf Johnson at 448-7843 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PHONE (920) 448-4015 FAX (920) 448-6221
E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, April 8, 2013

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of March 11, 2013.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Circuit Courts – Court Commissioner – Vacated 4/26/13.
2. Human Services – CTC – Admissions/Billing/Collections Supervisor – Vacated 4/19/13.
3. Human Services – CTC – Director of Nursing – Hospital – Vacated 3/19/13.
4. Human Services – CTC – Health Information Services Manager – Vacated 6/3/13.
5. Human Services – CTP – AODA Counselor – Vacated 2/8/13.
6. Human Services – Economic Support – Clerk II – Vacated 3/27/13.
7. Human Services – Economic Support – Economic Support Specialist I (x2) – Vacated 4/4/13 and 5/2/13.
8. Human Services – Social Worker/Case Manager – Child Protection Intake/Ongoing – Vacated 3/22/13.
9. Public Works – Facility Management – Facility Worker – Vacated 3/17/13.
10. Public Works – Facility Management – Housekeeper - .5 FTE (x2) – Vacated 3/15/13.

Communications

11. Communication from Supervisor Steffen re: Term-limits for Brown County Supervisors. *Referred to April Executive from February County Board.*
- 11a. Resolution to Establish Term Limits for Board Supervisors. *Motion at February Exec: To put resolution on agenda.*
12. Communication from Supervisors Van Dyck & Lund re: Request that the task force that was formed by the Board Chair last year to examine the future of BC Library system be disbanded and that the mission for which it was formed be undertaken by the Education and Recreation Committee. *Held for 30 days.*
13. Communication from Supervisor Nicholson re: Review the ordinance/policy/county code that prohibits county employees to do lobbying owns interest on county time. *Referred to HR for classification, held for 30 days with possible closed session (See Item #22).*

Legal Bills

14. Review and Possible Action on Legal Bills to be paid.

Other

15. Discussion of the Chapter 4 modifications and the effects on departments that operate 24 hours per day, seven days per week. *Motion at December Exec: To have a quarterly report for the 911 Communication Center.*

Reports

16. **County Executive Report.** (None)
17. **Internal Auditor Report.**
 - a) Budget Status Financial Report for December, 2012 and February, 2013
 - b) Quarterly Status Update

Resolutions, Ordinances

18. Resolution to Approve Submission Requirements for Proposed Amendments to the Annual Budget by Board Supervisors. *Referred from Admin Cmte – See attached minutes.*
19. Resolution re: Change in Table of Organization Human Services Department – Advanced Practice Nurse Prescriber.
20. Resolution re: Change in Table of Organization Public Works Department – Electrical Journeyman.
21. Resolution re: To Approve The Purchase and Subsequent Sale of Parcel HL-356, Located Adjacent to the Property Proposed Under the 1998 Landfill Siting Agreement for the Construction of a South Landfill in the Town of Holland.
22. Resolution re: Supporting Efforts to Maintain the Tax-Exempt Status of Municipal Bonds.
23. Resolution requesting the Brown County Board of Supervisors contract for an Assistant District Attorney position and a Support Staff position.

Closed Session:

24. Closed Session Pursuant to Wis. Stats. §19.85(1)(f): Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, data, or involved in such problems or investigations.
25. Closed Session Pursuant to Wis. Stats. §19.85(1)(e) Labor Negotiations with Non Supervisors: Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conduction other specified public business, whenever competitive or bargaining reasons require a closed session.

Other

26. Such other matters as authorized by law.
27. Adjourn

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, April 9, 2013 at 12 Noon**, at the Kress Family Branch Library, 333 N. Broadway, De Pere, WI 54115.

AGENDA

1. Welcome & lunch.
2. Agenda Revisions.
3. Open Forum.
4. February 12, 2013 minutes.
5. Reports:
 - 5.1 President – Cheryl Maxwell
 - a) Appoint Personnel Committee
 - 5.2 Treasurer's Report – Sandy Ryczkowski
 - 5.3 OWLSnet Report – Gerri Moeller
 - 5.4 Director – Mark Merrifield
6. Member Library Report – Suring - Amanda Burns.
7. OWLSnet Annual Report – Rick Krumwiede
8. System Consolidation Report.
9. New Business.
10. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.

Please call 920 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

Attachments:
Board Minutes 2/12/2013
Director's Report
January 2013 Financial Statement

AGENDA
BROWN COUNTY REVOLVING LOAN FUND COMMITTEE
Wednesday, April 10, 2013
Northern Building
305 E. Walnut Street, Conference Room 201
Green Bay, WI 54301
1:30 p.m.

ROLL CALL:

Brent Miller _____
Robert Patrickus _____
Charles Riley _____

Lynn VandenLangenberg _____
Ron Van Straten, Chair _____

ORDER OF BUSINESS:

1. Approval of the minutes of the February 12, 2013, meeting of the Brown County Revolving Loan Fund Committee.
2. Pursuant to Wisconsin Statute 19.85(1)(g), the Brown County Revolving Loan Fund Committee will convene in Executive Session to confer with legal counsel regarding loan litigation with Ashwaubenon Creek, LLC d.b.a. the SC Grand.

At the completion of the closed session, the committee may reconvene in open session to report the results of the closed session.

3. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 SO THAT ARRANGEMENTS CAN BE MADE.

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Brian Shoup, Executive Director

**MEETING OF THE HUMAN SERVICES BOARD
Thursday, April 11, 2013**

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of March 14, 2013 Human Services Board Meeting.
4. Executive Director's Report.
5. Consideration of Candidate(s) for the Barbara Bauer Award.
"A non-evidentiary closed session to discuss/consider the candidate(s) for the Barbara Bauer Award. Pursuant to Wis. Stat. § 19.85(1)(f), any meeting of a governmental body may be convened in closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Additionally, per Wis. Stat. § 19.85(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Request for New Non-Continuous Vendor.
9. *Request for New Vendor Contract.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.


APRIL 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Public Safety 5:00 pm Ed & Rec 5:30 pm	5	6
7	8 Executive Cmte 5:30 pm	9	10	11	12	13
14	15	16 Vets Recognition Subcommittee 5:00 pm	17 Board of Supervisors 7:00 pm	18	19	20
21	22 Land Con 6:00 pm PD&T 6:15 pm	23	24 Human Services 6:00 pm	25 Administration Cmte 5:00 pm	26	27
28	29	30				



MAY 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Ed and Rec 5:15 pm Public Safety 5:30 pm	2	3	4
5	6 Executive Cmte 5:30 p.m.	7	8	9	10	11
12 	13	14	15 Board of Supervisors 7:00 pm	16	17	18
19	20	21 Vets Recognition Subcommittee 5:00 pm	22 Human Svc 6:00 pm	23 Admin Cmte 5:00 pm	24	25
26	27 <i>Memorial Day!</i> 	28	29 Criminal Justice Coordinating Board 8am	30	31	

BROWN COUNTY COMMITTEE MINUTES

- Brown County Planning Commission Board of Directors (March 6, 2013)
- Veterans Recognition Subcommittee (March 19, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, March 6, 2013
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Michael Malcheski	<u>Exc</u>
James Botz	<u>Exc</u>	Ken Pabich	<u>Exc</u>
William Clancy	<u>X</u>	Gary Pahl	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Scott Puyleart	<u>X</u>
Ron DeGrand	<u>X</u>	Dan Robinson	<u>X</u>
Bernie Erickson	<u>X</u>	Ray Tauscher	<u>Exc</u>
Steve Gander	<u>X</u>	Mark Tumpach	<u>X</u>
Adam Gauthier	<u>X</u>	Steve VandenAvond	<u>X</u>
Steve Grenier	<u>X</u>	Jerry Vandersteen	<u>X</u>
Phil Hilgenberg	<u>X</u>	Tim VandeWettering	<u>X</u>
Dotty Juengst	<u>Exc</u>	Dave Wiese	<u>X</u>
Jack Lewis	<u>X</u>	Reed Woodward	<u>X</u>

OTHERS PRESENT: Lisa J. Conard, Chuck Lamine, Bob Mottl, Cole Runge, Peter Schleinz, Aaron Schuette, and John Trester.

N. Dantine called the meeting to order at 6:30 p.m.

1. Approval of the minutes of the November 7, 2012, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by G. Pahl, to approve the minutes of the November 7, 2012, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. Received and place on file the draft minutes from the February 25, 2013, meeting of the Transportation Subcommittee.

A motion was made by G. Pahl, seconded by R. DeGrand, to receive and place on file the draft minutes from the February 25, 2013, meeting of the Transportation Subcommittee. Motion carried.

3. Introduction of Steve VandenAvond, appointed by the Village of Allouez, to the Brown County Planning Commission Board of Directors.

C. Lamine introduced Mr. Steve VandenAvond and Mr. Steve Gander and welcomed them to the Brown County Planning Commission Board of Directors.

4. Election of officers to the Brown County Planning Commission Board of Directors.

a. President.

A motion was made by B. Erickson to nominate N. Dantinne for President.

A motion was made by W. Clancy, seconded by J. Lewis, to close the nominations. Motion carried unanimously.

N. Dantinne was elected President.

b. Vice President.

A motion was made by P. Blindauer to nominate S. Grenier for Vice President.

A motion was made by J. Lewis, seconded by G. Pahl, to close the nominations. Motion carried unanimously.

S. Grenier was elected Vice President.

c. Reappointment of the Planning Director as the Secretary-Treasurer of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by B. Erickson, to reappoint the Planning Director as the Secretary-Treasurer. Motion carried unanimously.

5. **Public Hearing:** Notice of public hearing regarding Major Amendment #1 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

N. Dantinne turned the public hearing over to L. Conard.

L. Conard opened the public hearing for Major Amendment #1 to the *2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area* and the *Green Bay Metro 2013 Program of Projects*.

L. Conard stated that the Wisconsin Department of Transportation requested an amendment to the current TIP. The project proposed to be added to the TIP requires a major amendment. A 15-day public review and comment period and a public hearing are required. L. Conard provided project detail as follows:

**Major Amendment #1 to the
2013-2017 Transportation Improvement Program
for the Green Bay Urbanized Area
by the Brown County Planning Commission**

Project Sponsor	Project Description	September 2013 – September 2014			
		Federal	State	Local	Total
WisDOT	STH.54 (Mason Street) Mason Street Bridge/Tileman Bridge Feasibility Study The Wisconsin Department of Transportation (WisDOT) plans to hire a consultant to conduct a study to determine the useful life of the facility and to calculate reconstruction costs if necessary. The project termini are approximately Ashland Avenue and Monroe Avenue. State ID: 9210-15-00 158-13-020 0.97 miles P				
		\$440,000	\$110,000	0	\$550,000

* The project is fiscally constrained and, if approved, will be added to the TIP fiscal constraint demonstration document.

L. Conard stated that one person has registered to speak at the public hearing.

John Trester, 2030 Jourdain Lane, Allouez. Mr. Trester stated that he rides his bicycle across the Mason Street Bridge every day. The bicycle and pedestrian accommodations are limited and do not function well. The sidewalk is not properly cleared of snow and ice and the storm grates are in poor condition and there is notable deterioration of the concrete. In addition, the vehicular traffic flows like it is a “60-mph” facility, even though it is posted at 35 mph.

This bridge is the only pedestrian/bicycle crossing between the Walnut Street Bridge in Green Bay and the Claude Allouez Bridge in De Pere.

Mr. Trester encouraged WisDOT to extend the project termini to Webster Avenue and Oneida Street. Mr. Trester noted that the new Claude Allouez Bridge is a good example of how to properly accommodate pedestrians and bicyclists.

L. Conard stated that comments received during the public participation process would be forwarded to WisDOT.

L. Conard asked three times if anyone wished to speak. Hearing no additional requests to speak, the public hearing was closed. L. Conard informed the commission that the requirements for public participation have been fulfilled.

6. Discussion and action regarding Major Amendment #1 to the 2013-2017 TIP for the Green Bay Urbanized Area.

B. Erickson asked how old the bridge is.

L. Conard stated it was built in 1973 and has been rehabilitated a number of times. The study will determine if the bridge and approaches should be rehabilitated or rebuilt.

R. Woodward asked if the facility was recommended for reconstruction, would bicycle and pedestrian accommodations be incorporated.

L. Conard stated yes. With the use of federal and/or state dollars, the project would need to be consistent with the Complete Streets law.

G. Pahl asked if the bridge would be widened.

L. Conard stated that this would be determined as part of the study.

B. Erickson stated that he does not think it is possible to accommodate bicycles and pedestrian with the number of on and off ramps that currently exist on the facility.

L. Conard stated that the current pedestrian and bicycle facilities are limited to a single sidewalk on the north side of the bridge from Jefferson Street to Broadway.

Currently, bicyclists are required to ride on the sidewalk, which is not ideal. It is preferred (based on Federal Highway Administration bicycle and pedestrian guidelines) to have a segregated bicycle lane on the road.

A. Gauthier asked about cost.

L. Conard stated that if a new facility is recommended, WisDOT planning staff has indicated that they would request funding under the High Cost Bridge Program. Preliminary estimates are in the \$50-\$80 million dollar range.

D. Robinson asked if WisDOT would be willing to look beyond the scope of Ashland and Monroe.

L. Conard stated that under a rebuild, the WisDOT process for public involvement would be extensive and considerations would be given to the surrounding area. The city, county, business groups, neighborhood associations, school district, etc. would be brought into the planning and design process.

S. Grenier stated that WisDOT's jurisdiction ends at the Monroe ramps as the STH 54 designation goes north onto Monroe Avenue.

P. Blindauer asked about the condition of the lift span.

S. Grenier stated that the feasibility study will address this. In addition, the lift is inspected by WisDOT on a biannual basis.

L. Conard stated that in addition to the study and as a separate TIP project, WisDOT plans to upgrade the electrical system, replace the lift span gates, and add cameras to the facility in 2013.

S. Grenier stated that the replacement of light poles will occur this summer as well.

G. Pahl asked if the bridge had problems opening and closing.

S. Grenier stated no. The Nitschke Bridge (Main Street) was recently repaired to correct this problem.

L. Conard stated that the Transportation Subcommittee (Technical Advisory Committee) of the Brown County Planning Commission Board of Directors has reviewed the amendment and has made a recommendation for approval.

A motion was made by G. Pahl, seconded by A. Gauthier, to approve the major amendment to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area. Motion carried.

7. Discussion and action regarding the Village of Howard's application for Turning Brown County Green Brownfield Assessment funds.

A. Schuette stated that the Village of Howard has submitted an application for funds through the Turning Brown County Green Brownfield Assessment Grant Program to perform additional environmental site assessments on a parcel planned for redevelopment. Approximately \$50,000 of the initial \$400,000 remains in the fund. The subject property includes the now village-owned building at 2014 Glendale Avenue in the Village of Howard. The subject property was historically used for the recycling of vehicle engine cores and the building is now vacant.

The Village of Howard is actively considering redeveloping the site for a mixed-use residential and commercial development.

The additional environmental site assessment is a necessary step prior to preparing the site for non-industrial development.

Should the BCPC Board of Directors approve the proposed funding, Brown County's consultant for the brownfield funds, AECOM, will submit to the EPA and WDNR a site-specific eligibility determination request to ensure the site meets program requirements.

P. Blindauer asked Mr. Bob Mottl (AECOM) if there was a tank on-site as it relates to the opportunity to seek other/additional sources of funding.

B. Mottl replied that they do not believe so.

Discussion occurred regarding former uses of the site. It was believed to have been a sauerkraut and pickle factory.

A motion was made by D. Wiese, seconded by R. DeGrand, to approve the Village of Howard's application for Turning Brown County Green Brownfield Assessment funds. Motion carried.

8. Discussion and action regarding proposed 2010 Adjusted Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary.

C. Runge stated that MPO staff has worked with representatives of the Wisconsin Department of Transportation's Northeast Region Office and Central Office to develop proposals for a 2010 Adjusted Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary. The Transportation Subcommittee (Technical Advisory Committee) has recommended approval.

2010 Adjusted Urbanized Area Boundary. This boundary includes the US Census Bureau's newly defined urban area and land adjacent to this area that is included to produce a "smooth" boundary. The inclusion of these adjacent areas is what creates the *Adjusted Urbanized Area Boundary*.

C. Runge summarized areas that have been added:

1. An area in Oconto County along US 41 which was identified by the Census Bureau as part of the urban area and cannot be changed.
2. Areas in the villages of Howard and Hobart were added to reflect the STH 29 freeway conversion project and the Centennial Centre development in Hobart.
3. An area in the town of Lawrence to include a subdivision that was identified as urban by the Census Bureau.
4. The area south to Old Martin Road in the town of Rockland to reflect existing and planned urbanization in this area.
5. The I-43/CTH MM interchange area in Ledgeview to reflect plans for a business park at this location and the planned extension of STH 29 to Cottage Road.
6. An area following CTH A to the northeast which was identified by the Census Bureau as part of the urban area and cannot be changed.

2045 Metropolitan Planning Area Boundary. A 2045 boundary is being identified to be consistent with the future year component of WisDOT's transportation demand model.

(Note: The Adjusted Urbanized Area Boundary and Metropolitan Planning Area Boundary appear on the planning department's webpage. Go to <http://www.co.brown.wi.us/> and click on departments, planning, transportation, and scroll down to Transportation Planning Work Program for the Green Bay MPO)

A motion was made by B. Erickson, seconded by D. Wiese, to approve the Adjusted 2010 Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary. Motion carried.

9. Discussion regarding the Brown County Shoreland Zone and Environmentally Sensitive Area Best Practices Report.

A. Schuette provided an overview of the project via PowerPoint presentation.

A. Schuette stated that the PD&T Committee requested increased public information about shoreland zoning and that the BCPC staff saw an opportunity to also increase public awareness about revised ESA standards.

Staff applied for and received a competitive \$30,000 Wisconsin Coastal Management Grant to help offset the cost of the project

The report:

1. Provides background on legal underpinnings of shoreland zoning and ESAs.
2. Informs the reader about why protecting ESAs is required.
3. Summarized proposed new state shoreland regulations.
4. Includes best practices summary and sample developments.

Commission member P. Hilgenberg expressed appreciation for the report.

10. Brown County Sewage Plan update timeline.

P. Schleinz provided an overview via PowerPoint.

Brown County received a \$10,000 water quality grant to offset the cost of the project. The project began in early 2013 and is projected to be completed in the fall of 2013.

The following will be addressed in the plan:

Sewer Service Areas

- Improved criteria for topics the plan covers.
- Develop understandable format for expanding SSA acreage.
- Work with municipalities to establish expanded SSA upfront to minimize amendments later.
- Synchronize SSA and ESA amendment procedures.

Environmentally Sensitive Areas

- New ESA requirements were updated using a committee of the BCPC Board in 2011.
- Changes were approved by the WDNR in 2011.
- Changes were implemented in the Brown County Land Division and Subdivision Ordinance and some local ordinances.

P. Blindauer asked if local smart growth plans will be incorporated into the process.

P. Schleinz stated that they would.

A motion was made by B. Clancy, seconded by D. Robinson, to receive and place on file. Motion carried.

11. Brown County Comprehensive Plan update timeline.

A. Schuette reminded the commission that the county is approaching its 10-year anniversary of the adoption of the comprehensive plan and that Wisconsin statutes require an update every ten years.

The process to update the comprehensive plan will begin this year with an anticipated adoption by the Brown County Board of Supervisors in late 2014.

D. Robinson stated that the De Pere plan update included a bicycle and pedestrian chapter.

A motion was made by A. Gauthier, seconded by R. DeGrand, to receive and place on file. Motion carried.

12. Update regarding Brown County Farm property.

C. Lamine stated that 8 of the approximately 175 developable acres have been sold to the Cardinal Capital group for a veterans housing project. If the WHEDA tax credits are approved, the sale will be completed.

C. Lamine stated that staff is very close to completing the feasibility analysis for the balance of the County Farm property.

13. Director's report.

- a. Letters of appointment to the Brown County Planning Commission Board of Directors.

C. Lamine thanked G. Pahl and J. Vandersteen for serving on the commission.

14. Brown County Planning Commission staff updates on work activities during the months of November 2012, December 2012, January 2013, and February 2013.

A. Gauthier asked P. Schleinzi for clarification about a Village of Bellevue ESA amendment to redefine a floodway boundary and restore a waterway.

P. Schleinzi stated a change in ownership delayed the project from becoming final until recently.

D. Robinson asked for a copy of the Green Saturday report (Green Bay Metro's free ride Saturday program) from L. Conard.

L. Conard stated the report is posted on the Brown County Planning Commission website and that she would send D. Robinson the link.

A motion was made by B. Erickson, seconded by G. Pahl, to receive and place on file the Brown County Planning Commission staff updates on work activities during the months of November 2012, December 2012, January 2013, and February 2013. Motion carried.

15. Other matters.

None.

16. Adjourn.

A motion was made by J. Vandersteen, seconded by G. Pahl, to adjourn. Motion carried. The meeting adjourned at 7:45 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
March 6, 2013**

November 2012, December 2012, January 2013, and February 2013 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Prepared for and participated in three EIS Lead Agencies meetings with the Brown County Principal Transportation Planner and representatives of WisDOT and FHWA. Conducted field tour of alternatives with WisDOT and FHWA staff.
- Conducted a tour of the Brown County Farm site with UW-Green Bay Chancellor Tom Harden and discussed the physical characteristics of a research/technology park.
- Met with representatives of the City of Green Bay Public Works Department to discuss stormwater management opportunities and engineering issues associated with a research/technology park and a Veterans Housing project at the Brown County Farm property.
- Met with representatives of the Wisconsin Economic Development Corporation to discuss economic development assistance regarding the proposed Research and Technology Business Park on the Brown County Farm property.
- Met with representatives of congressman Reid Ribble's office to discuss economic development assistance regarding the proposed Research and Technology Business Park on the Brown County Farm property.
- Researched and presented information regarding environmental limitations for economic development activities on Airport property to the Brown County Executive's Airport Economic Development Committee. Attended three meetings and facilitated two SWOT (Strengths, Weakness, Opportunities and Threats) analysis processes with the committee members.
- Attended the November 7 Brown County Board meeting to address budget items for the Planning and Land Services Department.
- Attended the November 7 Brown County Planning Commission meeting.
- Met with a member of the Brown County Board of Supervisors to discuss the creation of a new GIS Technician position in the 2013 budget.
- Attended three Advance Economic Development Municipal Issues Committee meetings.
- Attended the Advance Economic Development Municipal Issues Committee legislative breakfast meeting.
- Attended three meetings of the Green Bay/Brown County Professional Football Stadium District.
- With the assistance of Brown County Corporation Counsel, negotiated a \$400,000 offer to purchase agreement from Cardinal Capital Management, Inc. for eight acres of Brown County land adjacent to the former Brown County Mental Health Center building to develop veterans housing.
- Attended the following meetings in support of the Cardinal Capital Management, Inc. veterans housing project:
 - Schmitt Park Neighborhood Association – November 12
 - Brown County Planning Development & Transportation Committee – November 26
 - Brown County Housing Authority – November 30, January 7, and January 21
 - Brown County Administration Committee – December 6

- Brown County Executive Committee – December 10
 - Green Bay City Council – December 11
 - Brown County Board – December 19
- Completed or reviewed personnel evaluations for all staff in the Planning and Land Services Department.
- Worked with Planning and Land Services Department staff to review 2012 goals and objectives and develop 2013 goals and objectives for the department.
- Met with Brown County Executive to discuss and review departmental goals.
- Participated in three meetings to develop a regional economic development revolving loan fund program.
- Worked with contracted legal counsel for collection actions on defaulted Brown County Economic Development Revolving Loan Fund loans.
- Facilitated and attended two meetings of the Brown County Revolving Loan Fund Committee.
- Reviewed applications for two vacant positions in the Planning and Land Services Department. Completed interviews and hired an individual for the vacant GIS Technician position.
- At the request of the municipalities, met with representatives of the City of De Pere, Village of Bellevue, and Town of Ledgeview regarding county highway design questions.
- Met with staff of the Brown County Public Works Department regarding county highway designs.
- Met with Oneida Nation staff and Brown County Parks staff regarding potential collaborative park and recreation opportunities.
- Met with Planning staff and representatives of the Village of Suamico regarding participation in updating the Village Comprehensive Plan.
- Met with individuals with an interest in redevelopment of the former Mental Health Center building.
- Met with Brown County Information Services Department staff regarding fiber optics services to the proposed Brown County Research and Technology Business Park.
- Continued work on feasibility analysis for the proposed Brown County Research and Technology Business Park.
- Participated with Airport staff in a Wisconsin Economic Development Corporation webinar regarding Certified Industrial Sites Program.
- Attended the Brown County Executive's State of the County address the evening of February 21.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Met with WisDOT Northeast Region and Bureau of Equity and Environmental Services (BEES) representatives to discuss the status of WisDOT's review of the draft EIS document. Also discussed the next steps in the EIS development process with the WisDOT representatives. Following this meeting, I met with WisDOT and Federal Highway Administration (FHWA) representatives to discuss what FHWA believes are the next steps in the EIS development process.
- Updated the EIS Impact Assessment Methodologies document and began to update the EIS Public and Agency Coordination Plan at the direction of WisDOT staff.
- Prepared for and facilitated a meeting with representatives of WisDOT and a consulting firm that was hired to complete the traffic analysis for an Interstate Access Justification Report (IAJR). The IAJR is being completed to determine if a new full-access interchange can be added to US 41 at Southbridge Road in De Pere.

- Performed traffic counts at intersections along US 41 during weekday morning and evening peak travel periods, developed a count data summary template, and recorded the count data in the template to send to the consultant that was hired to complete the traffic analysis for the IAJR.
- Organized a tour of the two remaining EIS study corridors for WisDOT and FHWA staff. Also conducted the tour with the County Planning Director and met with the WisDOT and FHWA representatives after the tour to discuss the tour's findings and the next steps in the EIS process.
- Prepared for and participated in a meeting with Green Bay Metro's Director, Metro's Operations Manager, and MPO staff to discuss developing Green Bay Metro's 2014-2018 Transit Development Plan (TDP). The TDP development process will begin in 2013.
- Developed the agenda for a Brown County Transportation Coordinating Committee (TCC) meeting. Also chaired the TCC meeting.
- Wrote a letter of support on behalf of the TCC for Brown County's application for FY 2013 Specialized Transportation Operating Assistance from the state.
- Prepared for and participated in a meeting of the Northeast Region Transportation Demand Model Users Group at the WisDOT Northeast Region office.
- Researched and collected bridge condition data for the MPO's performance measure analysis.
- At the request of the communities, prepared for and participated in a meeting with the County Planning Director and representatives of De Pere, Ledgeview, and Bellevue to discuss upcoming transportation projects in the communities.
- Discussed FHWA comments about a draft Congestion Management Process (CMP) document that was developed by MPO staff in cooperation with the BCPC Transportation Subcommittee. Following this discussion, I began to incorporate FHWA's comments into the draft CMP document.
- Reviewed the most recent Green Bay Urbanized Area (UZA) boundary proposal from WisDOT's Central Office in Madison. The UZA boundary is being revised to reflect the areas of urbanization that were identified by the US Census Bureau following the 2010 US Census.
- Worked with MPO staff to complete the staff-level UZA boundary revision proposal in cooperation with WisDOT Central Office.
- Worked with MPO staff to develop proposed staff-level revisions to the urbanized area's functional classification system. Also distributed the proposed revisions to WisDOT Northeast Region staff for review. These revisions are being proposed to reflect the modified UZA boundary and to add streets to the system that now meet the requirements for functional classification system inclusion.
- Responded to a request from the Village of Howard to review the local street network near the US 41/STH 29 interchange and discuss renaming streets after the interchange project is finished.
- Participated in a webinar about bicycle and pedestrian programs and funding under the new federal transportation law (Moving Ahead for Progress in the 21st Century).
- Completed the MPO's report and reimbursement request to WisDOT for the fourth quarter of 2012. Also developed a transportation program expense summary for the fourth quarter at the request of the Brown County Department of Administration.
- Reviewed and commented on revisions to the Brown County Bicycle Map.
- Reviewed WisDOT's recently published traffic forecasting and modeling procedures at the request of WisDOT staff.
- Participated in a meeting of the Town of Ledgeview's CTH GV Design Committee.

- Reviewed the MPO's Public Participation Process to determine if updates are necessary. Also investigated the use of social media at MPOs throughout the country to find out if this might be an effective public outreach technique for the Green Bay MPO.
- Developed maps and other information for a tour of the EIS study area and a meeting at the WisDOT Northeast Region office with the County Planning Director and representatives of WisDOT and FHWA.
- Prepared for and participated in a meeting with the County Planning Director and representatives of WisDOT and FHWA at the FHWA office in Madison to discuss the next steps in the EIS process.
- Began to prepare an Environmental Report (ER) for the segment of CTH GV between CTH G and CTH X that is scheduled to be reconstructed this year. According to FHWA and WisDOT, a separate ER has to be prepared for this road segment because it is scheduled to be reconstructed before the EIS is finished and a Record of Decision (ROD) is signed by FHWA and WisDOT.
- Reviewed and revised portions of the Introduction and Paratransit Chapters of the 2014-2018 Green Bay Metro Transit Development Plan (TDP). Also prepared for and participated in a meeting of the TDP Work Group.
- Reviewed and commented on WisDOT's proposal to do an Environmental Report (ER) for the US 41 Interstate Conversion Project instead of a Tier 1 EIS for the project.
- Participated in a quarterly MPO Directors meeting in Madison.
- Developed the agenda and other information for a BCPC Transportation Subcommittee meeting.
- Developed a staff report that summarizes the reasons for and process followed to develop a proposed 2010 Urbanized Area Boundary and 2045 Metropolitan Planning Area Boundary.
- Reviewed WisDOT's Transit Management Plan and Wisconsin Administrative Code TRANS 2 to learn about how the state's specialized transportation capital program is administered. I then prepared questions about the program and sent them to the state's program coordinator.
- Participated in a meeting with BCPC staff and representatives of Suamico to discuss updating the village's comprehensive plan.
- Participated in a webinar about FHWA's INVEST planning assessment tool.
- Prepared for and participated in a conference call with representatives of WisDOT's Central Office and FHWA to discuss staff's 2010 Adjusted Urbanized Area Boundary proposal.
- Prepared for and participated in the first meeting of the Green Bay Metro TDP Workgroup.
- Met with BCPC staff to discuss transportation system scenarios for the proposed Brown County Research and Technology Park at the Brown County Farm site.
- Worked with the County Transportation Planner I to develop an on-board transit survey to assess the effectiveness of Green Bay Metro's Green Saturday initiative.
- Examined methods of improving afterschool bus access and traffic circulation at De Pere High School at the request of the school district's superintendent. I also provided my recommendations to the superintendent.
- Reviewed the base year (2010) transportation demand model that was prepared by a WisDOT consultant and discussed my findings with a representative of East Central Wisconsin Regional Planning Commission.
- Reviewed WisDOT's comments about MPO staff's suggested changes to the urbanized area's functional classification system.
- Completed a survey from the Association of Metropolitan Planning Organizations (AMPO) about the composition of the Green Bay MPO Policy Board.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Completed the U.S. Department of Energy Comprehensive Energy Strategic Planning Academy.
- Attended and presented at the Town of Eaton Comprehensive Plan Update public hearing on the evening of November 5.
- Presented DATCP's Agricultural Enterprise Areas (AEAs) program to the Holland Town Board and potentially interested farmers on the evening of November 13.
- Attended the City of Green Bay Planning Commission meeting on the evening of November 26 for the Cardinal Capital Management veterans' housing project.
- Took the UW-Green Bay Chancellor on a tour of the Brown County Farm property on November 30.
- Met with representatives of the Town of Holland to discuss a Community Development Block Grant for Public Facilities for a new community center on December 17.
- Met with the Pulaski Planning and Zoning Committee on the evening of December 19 to review the revised sign ordinance.
- Met with the Allouez Village Administrator on December 28 to discuss development of a traditional neighborhood development ordinance.
- Prepared and submitted a quarterly report for the U.S. EPA Brownfield Assessment Grant.
- Completed and printed the final Environmentally Sensitive Area (ESA) and Shoreland Zone Toolkit Best Practices Report and Pamphlet and distributed it to the local units of government.
- Prepared and submitted the final quarterly report and invoice to the Wisconsin Coastal Management Program for the ESA and Shoreland Zone Toolkit project.
- Prepared and submitted a quarterly report for the Wisconsin Coastal Management Program grant funded Port of Green Bay Opportunity Study Update.
- Began researching and writing the Port of Green Bay Opportunity Study Update.
- Reviewed and submitted the 2013 Wisconsin Coastal Management Program grant application for an update to the Natural/Cultural Resources Chapter and Land Use Chapter of the Brown County Comprehensive Plan.
- Received preliminary recommendation of grant funding of \$30,000 from the Wisconsin Coastal Management Program for an update to the Natural/Cultural Resources Chapter and Land Use Chapter of the Brown County Comprehensive Plan.
- Presented the Brown County Planning Commission's 2013 Wisconsin Coastal Management Program (WCMP) grant application to the WCMP selection committee in Madison.
- Developed a timeline for the process to update the Brown County Comprehensive Plan.
- Prepared a draft Community Development Block Grant – Public Facilities grant application on behalf of the Town of Holland for a new Town Hall / Community Center.
- Received a 5-year certification from DATCP for the Brown County Farmland Preservation Plan.
- Developed a model certified agricultural zoning district (AG-FP), submitted it to DATCP for review, and distributed it to the Working Lands Initiative participating communities.
- Participated in numerous CDBG-Housing program implementation conference calls.
- Received notification from the State of Wisconsin Department of Administration that Brown County was awarded a CDBG-Housing grant for the Northeastern Wisconsin CDBG-Housing Consortium.
- Coordinated a meeting of the Northeastern Wisconsin CDBG-Housing Committee.
- Performed the January USGS depth to groundwater well check.

- Met with Village of Howard representatives to discuss the EPA Brownfields Assessment grant and potential projects.
- Reviewed applications for the Planner I – Housing position to assist in administering the CDBG-Housing program.
- Prepared CDBG-Housing funding allocations for each of the consortium counties based on the awarded amount.
- Developed a business/industrial park land absorption analysis for the Brown County Farm project.
- Prepared a summary for each business/industrial park in Brown County and summarized economic/ demographic data.
- Met with a consultant to review business and industrial park land sales in Northeastern Wisconsin.
- Prepared a Village-owned properties map for the Village of Pulaski.
- Facilitated a meeting of the Village of Allouez Planning Commission and Village Board regarding design standards and future development of the Webster Avenue corridor on the evening of January 28.
- Facilitated a public hearing for the Town of Holland CDBG-PF grant application for a new town hall / community center on the evening of February 4.
- Met with Village of Suamico staff to discuss the development of a comprehensive plan update for the Village on February 5.
- Met with Village of Howard staff, AECOM, and WDNR staff to discuss a potential Brown County Brownfield Assessment Grant project for the former Engine Core building on February 5.
- Met with Village of Allouez staff to discuss the next steps for the Village site plan and design review ordinance and zoning ordinance revisions on February 8.
- Began revising the Village of Allouez Site Plan and Design Review Ordinance.
- Attended and testified at a public hearing held by DATCP for the proposed ATCP 49 rules for the Working Lands Initiative on February 14.
- Attended a meeting with WDNR staff to resolve an environmentally sensitive area issue in Ashwaubenon on February 19.
- Attended the Fox-Wisconsin Heritage Parkway Board meeting in Madison on February 21.
- Attended the Brown County Aging and Disability Resource Center board meeting on February 28 to discuss the proposed Town of Holland Community Center project and grant application.
- Attended the Fox-Wisconsin Heritage Parkway public input meeting at the Neville Museum on the evening of February 28.
- Assisted 112 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related questions.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of 31 new certified survey maps (CSMs). Completed review of 33 CSMs.
- Completed review of 10 CSM reviews for the cities of Green Bay and De Pere.
- Completed review of five plat pre-submittal consultations and five preliminary subdivision plats.
- Responded to four private and three public Water Quality Letter requests.
- Began or completed four environmentally sensitive area (ESA) amendments.
- Review of smaller ESA related issues and inquiries to develop solutions for the following communities: Town of Glenmore, Town of Lawrence, Town of Scott, Village of Hobart,

Village of Ashwaubenon, Village of Denmark, Village of Howard, City of De Pere, and the City of Green Bay.

- Town of Wrightstown ESA plan correction to update floodway setback lines in order to allow fill and a structure that was inappropriately placed on a property to fit. The fill and house were still placed in the wrong location even though stakes identified the ESA boundary. The stakes were removed by an unknown source. The amendment was reviewed by BCPC staff on August 9, 2012, but was linked to an earlier violation. A second amendment was addressed in December 2012.
- Town of Wrightstown ESA amendment to address the addition of a rain garden system to address storm water before it entered the floodway and the inclusion of a geothermal system within an ESA setback. The amendment was reviewed by BCPC staff on December 10, 2012.
- A Village of Denmark ESA amendment where the United Cooperative industrial site included the addition of a silo near a wetland and a gas tank near a waterway setback. The development was in the process of being approved with permits from both the Wisconsin Department of Natural Resources (WDNR) and Army Corps of Engineers (ACOE). In order to address requirements of the Brown County Sewage Plan, an on-site wetland mitigation and waterway setback enhancement project was proposed to address the lost ESA. The amendment was reviewed by BCPC staff on October 29, 2012, and was completed in November.
- A Village of Bellevue ESA amendment to redefine a floodway boundary and restore a waterway was completed in December 2012. The project began and was approved in 2005. Due to a change in the economy, the timeline for the project was delayed but an ultimate completion date timeline of December 2012 was met and the project site met the criteria of the original amendment. Staff spent an extraordinary number of hours on this project over the past seven years due to requests from the developer to change the project and reluctance by the developer to complete the amendment according to the timeline.
- Review of smaller sewer service area (SSA) related issues and inquiries to develop solutions for smaller projects.
- Resolved an ESA situation for a proposed subdivision in the Village of Ashwaubenon where information regarding filling steep slope ESAs that the WDNR shared with the property owner conflicted with NR 121 and ESA protections covered by the Brown County Sewage Plan and the Land Division and Subdivision Ordinance. The compromise likely will result in a staff reviewed ESA amendment due to the fact that there should be no net loss of ESA with the amendment.
- Attended meeting and provided input regarding the development of a plan as a member of the North East Greenway Steering Committee.
- Received completed wetland delineation from URS Consulting for Brown County Farm property. Attempted to obtain concurrence from ACOE and WDNR but weather inhibited review and approval for calendar year 2012.
- Completed revisions to a five chapter draft update to the Brown County All-Hazard Mitigation Plan. Comments were returned from the State and a small handful of revisions were made in January 2013 before the project was forwarded to FEMA. With the revisions being made, the likelihood of approval is significantly increased.
- Continued the organization and development of an update to the SSA portion of the Brown County Sewage Plan.
- Prepared and submitted a request for grant funding that reimburses a portion of expenses related to SSA and ESA related work as it impacts water quality. BCPC budgeted for an anticipated \$40,000. It is possible that additional funding may be received. The funding covers 75% of expenses.

- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding “what is allowed and restricted” within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Began work on the 2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System. The TDP is scheduled to be prepared as part of the MPO work program in 2013.
 - Met with Green Bay Metro staff to kick-off the process.
 - Began writing draft Introduction and Overview Chapter.
 - Began writing the draft Paratransit Program Chapter.
 - Held first TDP work group meeting on February 6.
 - Began writing draft Fixed Route System Chapter.
- Completed the 4th Quarter - Green Bay Metro Route Data and Analysis Report. All of Metro's full service fixed routes were examined.
- As part of the Interstate Access Justification Report (IAJR) traffic microsimulation analysis effort, continued collecting traffic turning movement data during the weekday peak travel hours of 7:00 a.m.-9:00 a.m. and 3:00 p.m.-6:00 p.m. at specified intersections. Entered data into a database. The data will be provided to the consulting firm SRF. In-house data collection efforts will save Brown County approximately \$12,000 in consulting fees.
- Worked with MPO staff to develop a recommended Functional Classification system for the Green Bay Urbanized Area and rural Brown County. MPO staff also prepared justification (ADT, land use, spacing, etc.) documentation for recommended changes.
- Worked with the Wisconsin Department of Transportation staff in preparation of *Major Amendment #1 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Prepared and disseminated documents to FHWA, FTA, and WisDOT, and interested parties. Developed necessary documents and scheduled the public comment period and public hearing.
- In an effort to understand the impact of Green Bay Metro's Green Saturday (free bus service) program in the community, wrote survey for distribution to Metro passengers. Entered responses from 773 completed surveys into database and analyzed results. Developed summary materials.
- Reviewed various documents regarding the 90-day notice of contract termination of the Wisconsin Department of Health Services (DHS) Non-Emergency Medical Transportation (NEMT) private-for-profit provider, LogistiCare. Currently, Brown County residents eligible for Medical Assistance transportation services contact LogistiCare to arrange transportation to and from qualifying medical appointments.
- Researched Federal Section 5310 program changes as a result of the new transportation law, MAP-21. The MPO will be required to designate a recipient of the funds prior to project solicitation and awards. Prior to MAP 21, the Lakeland Chapter of the American Red Cross received the federal funds via the State of Wisconsin for acquisition of vehicles for use in its transportation program.

- Attended the WI 32 Corridor (Main Avenue area in De Pere) Study Advisory Committee meeting. Consultants hired by WisDOT presented draft alternatives for the reconstruction project.
- Viewed webinar regarding FTA's interpretation of Section 5307 as it relates to the new transportation law, MAP-21. Section 5307 provides operating assistance to public transit systems, including Green Bay Metro.
- Viewed webinar entitled "Navigating MAP-21: How Metropolitan Planning Organizations Plan for and Fund Bicycling and Walking Investments."
- Viewed webinar on the Multi-Modal Systems Planning Module of FHWA's Infrastructure Voluntary Evaluation Sustainability Tool (INVEST). INVEST is a self-evaluation tool intended to help transportation agencies incorporate sustainability throughout the decision-making process and yield economic, environmental, and social benefits.
- Worked with Brown County Information Services staff, Metro staff, and Metro's automatic bus fare collection equipment provider to install software to allow in-house access to the farebox system. The data will be used to complete individual route and system analyses.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Attended a public meeting regarding proposed Green Bay Metro fare changes the evening of October 30.
- Attended a public meeting regarding Green Bay Metro services on Saturday, December 22.
- Participated in the Green Bay Transit Commission meetings on November 28 and January 16.
- Attended a half-day mini-conference regarding the State Transportation Finance & Policy Commission Report Recommendations and an overview of changes to various transportation grants resulting from MAP-21.
- Participated in the Brown County Transportation Coordinating Committee on December 10. Recorded and wrote minutes.
- Participated in the January 16 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Finished the 1978 aerial photo GIS data layer conversion and published it online.
- Hired the new GIS Technician.
- Produced new GIS fire beat codes and mapping for the Green Bay – Allouez Fire Department merger.
- Produced a 911 "Geo" data refresh to update the dispatch system with updated addresses, streets, fire and police dispatch recommendations, etc. (December and February).
- Continued training and rebuilding of GIS applications following the data migration from the old system to the new one (10.1).
- Shut down the old v2 server.
- Troubleshooted numerous problems due to the software and hardware upgrades.
- Assisted the Public Works Department with their sign inventory project by providing GIS data to their contractor.
- Updated GIS data as needed.
- Began working on the Boundary Annexation Surveys for the US Census Bureau.

- Provided GIS data and other services to Wisconsin Department of Revenue, MI-Tech, GEI Consultants, Lexis Nexis, ADC, Brown County District Attorney, Farm Service Agency, Parks Department, Tetrattech, Bloom Companies, Graef, US Fish & Wildlife, DC Docs, Realtors Association, Yardi Systems, Gill Designs Inc., Midwest Engineering, MSA Professional Service, Omnni Associates, US Army Corps of Engineers, GeoCue Corporation, Cale Williams, Design Studio Etc., WLUK, Pictometry, The Nature Conservancy, Wisconsin DNR, ATC LLC, Realtors Association, WireData Corporation, De Pere School District, City of Green Bay, Village of Bellevue, City of De Pere, Village of Ashwaubenon, Village of Hobart, several towns, Manitowoc County, and others.
- Assisted Lynn Austin with the LaBaye.org web site project (scanned in various old maps and other historic records).
- Produced a map showing outdoor warning siren configurations and coverages with a proposed change of siren locations in the Village of Howard.
- Attended the Wisconsin Land Information Association (WLIA) conference.
- Assisted the Zoning Department with private onsite wastewater treatment system pending information.
- Created a large detailed map of the Brown County microwave paths for Public Safety's Radio Interoperability Project.
- Produced mapping and street info for the new Oneida Police Beat.
- Split the Suamico Fire and Pulaski Fire jurisdictions and revised the 911 codes on the street centerline database according to request made through Public Safety.
- Investigated tools to enable older GIS project links to work as server information changes.
- Worked with the Planner I (GIS/Transportation) to get the Census Boundary Annexation Survey information completed and submitted to the US Census Bureau.
- Completed a large map of the Fox River Trail for the Parks Department to be potentially used in a court case.
- Added the USGS 24,000 scale quadrangle maps into the GIS system as a layer.
- Participated in various conference calls as Chair of the Land Information Officers Network.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Assigned addresses as requested.
- Assisted the Principal Planner with the creation and completion of the 2013 Wisconsin Coastal Management Program grant application. The application was for updating chapters 2 (Land Use) and 8 (Natural and Cultural Resources) of the Brown County Comprehensive Plan.
- Continued working on the Brown County Bicycle Map update:
 - Revised the "Preferred Routes" and created a new layer in GIS.
 - Added hill shade and relief to show elevation changes.
 - Updated the bicycle facilities with newly constructed bike lanes, routes, and trails.
 - Met with the president of WE BIKE, etc. to discuss changes to the Brown County Bicycle Map.
 - Revised and updated the text portions of the map including information on bicycle safety, education, and facility use.
 - The text panels were updated including format changes and text changes.
 - Insets were included to show and describe local mountain bike trails.
 - Symbolology for trail, park, and other features was updated to fit the map extents.
 - Printed two draft maps for department review.

- Made revisions based on staff comments.
 - Uploaded completed maps to the Brown County Planning/Brown County Bicycle Map web page.
 - Updated the web page to include new information on the bicycle map and the bicycle facilities through text and images.
 - Set up an account with Avenza to create a mobile pdf map through the Avenza PDF Map APP. Maps were uploaded and are pending approval from Avenza.
- Brown County Farm project:
 - Created new maps as requested by the Planning Director.
 - Created new wetland layer in GIS based on the wetland delineation for the Brown County Farm property completed by URS.
 - Added information to the Brown County Farm Business Park Feasibility Study as applicable.
 - Created and revised 10 maps for the Brown County Farm Research and Technology Park Feasibility Study.
- Created a GIS shapefile for the City of Green Bay of tax delinquent properties.
- Created sidewalk maps.
- Created traffic count templates for the Interstate Access Justification Report (IAJR).
- Updated the County Planning web page with information on the new housing program and the 2013 BCPC, Transportation Subcommittee, and the Brown County Transportation Coordinating Committee meeting dates.
- Updated the Green Bay Metro Route Guide as requested by Green Bay Metro.
- Performed traffic counts for the IAJR:
 - Field work – counted two intersections once in the a.m. (7:00-9:00) and once in the p.m. (3:00-6:00) for a total of four counts.
 - Performed counts by video on one intersection. This intersection was counted once in the a.m. (7:00-9:00) and once in the p.m. (3:30-6:30).
 - Compiled the totals and entered the data into tables.
- Attended Active Communities Workshop on December 6.
- Met with Village of Allouez's Administrator on December 28 to discuss the creation of a traditional neighborhood development ordinance for the Village of Allouez.
- Created a trail map for the City of Green Bay Parks Department for the new trail project occurring between Oneida St. and Military Ave.
- Sent countywide trail data in response to a request from Bay-Lake Regional Planning Commission.
- Completed quarterly staff report for MPO reporting.
- Participated in the regular staff meetings held every other Thursday morning.
- Attended the 2013 Wisconsin Coastal Management Program Project selection committee meeting on January 23.
- Met with a consultant on January 22 to discuss Brown County Farm Research and Technology Park background market and land transaction information.
- Attended the 2013 Wisconsin Land Information Association annual conference held on February 13 through February 15.
- Attended INVEST webinar with other MPO staff on February 5.
- Attended the Transit Development Plan Workgroup meeting on February 6.
- Met with the Village of Allouez's Administrator on February 8 to review and discuss the presentation given on Traditional Neighborhood Developments.

**PROCEEDINGS OF THE BROWN COUNTY
VETERANS' RECOGNITION SUBCOMMITTEE**

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the **Brown County Veterans' Recognition Subcommittee** was held on Tuesday, March 19, 2013 at 5:00 p.m., in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Chair Bernie Erickson, Jerry Polus, John Maino, Rosemary Desisles, Carl Soderburg, Delores Pierce, Duane Pierce, Jim Haskins, Donald Bettine, Ed Koslowski, Sherry Steenbock, Steve Corrigan, Buck Vande Hey, Rachel Daul

****Running Total of Veterans' Certificates: 1427**

1. Call Meeting to Order.

The meeting was called to order by Chair Bernie Erickson at 5:00 p.m.

2. Invocation by Jim Haskins.

3. Approve/Modify Agenda.

A MOTION WAS MADE BY DONALD BETTINE, SECONDED BY DUANE PIERCE TO APPROVE THE AGENDA. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

4. Approve/Modify Minutes of February 19, 2013.

A MOTION WAS MADE BY JIM HASKINS, SECONDED BY DELORES PIERCE TO APPROVE THE MINUTES. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

5. Brown County Fair – 2013 Veterans Appreciation Day Discussion; Guest Steve Corrigan from the Brown County Fair Board.

CVSO Jerry Polus introduced Steve Corrigan, President of the Fair Board, and explained to him the Veterans Appreciation Day at the Fair. Polus stated that the structure of the event last year was very successful and that the Subcommittee would like to use the same format this year. Polus would like to see the event run from 12:00 p.m. until 6:00 p.m. and he stated that he is still working on getting a band. He will continue to work on securing a band and keep the Subcommittee advised in this regard.

Corrigan introduced Buck Vande Hey, Vice President of the Fair Board and Rachel Daul of the Entertainment Committee to the group. He indicated that the Fair would like to be as much a part of the Veterans Recognition Day festivities as they can be. Corrigan asked if the Subcommittee preferred to hold their event on Saturday or Sunday and it was agreed that Saturday would be the better day. Corrigan noted that there were a few small conflicts last year, one being that the band's performance overlapped the beginning of the rodeo and the band drowned out the rodeo announcers. This was worked out but it is one of the things they will look at more closely for this year's event. Corrigan noted that this year the individual who controls the sound system will be in charge of the volume of the band so that there are no issues.

Corrigan continued that one of the things they are looking to do differently this year is to have a larger tent that extends out into the midway area a little bit more. The tent would be a high rise tent with a center peak of 24 feet and will also have higher sidewalls and the ability to close the tent in the event of inclement weather. Corrigan also noted that the stage for the band would also be inside the tent.

Rachel Daul stated that there was tentatively a band scheduled to play in the tent during the afternoon. She suggested that an alternative to this would be to have the veterans tent set up in a different location altogether. There is a grassy space available in the area that the bear show was held last year that Daul felt may fit the needs of the veterans very well. This space has power and is among some mature oak trees. Carnival noise should not be a factor in this location

and the band would not overpower what was going on in the grandstand from this location either. Joe Witkowski stated it sounded like this area may be a better choice from a parking standpoint and Corrigan stated it may be possible to reserve some adjacent spots for parking. This location would also allow those setting up tables in the tent to drive right up to the tent for loading and unloading. Corrigan also stated that this year there will be four courtesy golf carts to shuttle vets from the parking lot to the tent instead of the two carts they had last year and there will also be someone in charge of this in an effort for it to run more smoothly. Polus and the rest of the Subcommittee agreed that having the tent in this location would make good sense.

Jim Haskins asked Corrigan if the Fair would be providing lemonade and cookies as they have in the past and Corrigan said he will look into this.

With regard to tickets, Polus explained that veterans and their spouses were admitted free last year and questioned if this would be the case again this year. It was Corrigan's understanding that vets and spouses would again be admitted free to this year's event. Daul felt there was some confusion with this in the past as some vets showed up with their identification cards and assumed that they could be admitted that way instead of with a ticket and Polus explained how tickets are distributed.

Haskins asked if the Fair would be providing any publicity for this event and Corrigan responded that the television stations appear willing to help promote the Fair through their community events calendars. This can be done without affecting anyone's budget. Polus stated that he would like to see the Appreciation Day included in the Fair pamphlet for Saturday events and Corrigan stated that it would be included and noted that anything that needs to go to print should be provided by the end of April.

Ed Koslowski stated that last year some of the groups that had a limited amount of volunteers to staff their tables asked if it would be possible to obtain a ticket to come back the next day to walk around and enjoy the Fair. Corrigan stated that this would not be possible. Tickets to the Fair can be purchased prior to the event for anyone interested in coming back another day and the tickets include free parking and free carnival rides and events in the grandstand. Tickets would be \$12.00 at the gate except on Sunday when tickets are available for \$5.00.

Koslowski asked if there would be room for vehicle displays and Corrigan stated that room would be made available but he would like to know in advance the number and size of vehicles that would be there.

Polus thanked Corrigan, Daul and Vande Hey for coming to the meeting and answering questions and providing information and stated that he will keep Corrigan posted of plans and details. He stated that last year all posters and tickets were mailed out on June 27 and he would like to stick to a similar timeframe this year.

Koslowski stated he had updated his roster for those being invited to participate in the Fair event, however, there were a few addresses he was still in need of and this was for the Marine Corp League, 127th Veterans Association and representatives of Military One Source as well as the USO. Koslowski will follow up on these and he would like to see Polus's list to cross reference. He would like to start having planning meetings in April and will send out a notice as to the date and time of the meetings.

Polus also stated that he had contacted the Ashwaubenon High School band and was advised that they do not perform during the summer months. He was advised by the band director that he had the name of a girl who sings the National Anthem if we were interested in having her do that. Polus hoped to know about the availability of the Army Band by the next meeting and if they are unable to perform Polus will move on to plan b.

6. Discussion re: Commemorative Partner Program for 50th Anniversary of Vietnam War with possible action.

Polus stated that County Executive Troy Streckenbach had received a letter recently from the State Department of Veterans Affairs. The letter stated that Wisconsin is the best state in the

nation for taking care of veterans and recognizing them for their selfless service. The letter continued that the Wisconsin Department of Veterans Affairs has joined the Vietnam War Commemoration as a commemorative partner for the 50th anniversary of the Vietnam War. The Commemorative Partner Program is designed for federal, state and local communities as well as veterans' organizations and nongovernmental organizations to assist in thanking and honoring our nation's Vietnam veterans with dignified and memorable events to pay tribute to all veterans, especially those of Vietnam.

Polus stated that he had talked to Erickson about this and they discussed if there would be a way to tie this in with the Military Appreciation Day at the Fair by offering a special recognition or ceremony for the Vietnam Vets. Polus also stated that they have spoken with Rolf Johnson at the Museum about becoming involved in this as well. Polus asked if there was anyone on the Subcommittee that could act as a link with the Vietnam vets and Duane Pierce stated that he would do this. One of the things they discussed to honor the vets was playing music from the Vietnam era and another suggestion was to pass out some sort of commemorative item such as a pocketknife. Erickson had a sample of a pocketknife that he passed around. Other commemorative items such as coins and medals were also discussed.

It was the consensus of this Subcommittee to have this Vietnam recognition done in conjunction with the Fair. Koslowski suggested that if this is done at the Fair, the Vietnam Vets should be asked to do the honor guard. Erickson also stated that if this commemoration is to be done at the Fair, information regarding it could be included on the posters and perhaps the tickets as well. This will be discussed further at the next meeting.

7. Report from CVSO Jerry Polus.

Polus reported that there are currently 19 participants in Veterans Court. The maximum number that this program can support is about 25. Polus stated that the program has been very successful. He and Tom Hinz will be meeting with the DVA to thank them for their donation and update them on some of the success stories that have come out of court. Polus noted that there has not been one person who has left the program, either voluntarily or involuntarily.

8. Report from Committee Members Present (Erickson, Bettine, Desisles, Haskins, Maino, Ness, Pierce, Steenbock, Walschinski, Witkowski).

-Rosemary Desisles provided an update on the Community Blueprint Program. She has recently received an e mail from Mike Egan that stated they had a presentation by the Red Cross rep and they will be discussing joint community forces efforts to organize support at the local level. She stated that the Whitehouse is starting to see what is being done in Wisconsin and this is a good thing. She also stated that she had donated a painting to be auctioned off to the Desert Storm vets but she is not sure how much was raised, but the money went towards hospice for veterans and extra educational monies for veterans going back to school.

-Delores Pierce reported that there will be an Easter egg hunt at Legion Post 11 on Irwin Avenue beginning at 10:00 a.m. on March 30. She urged people to come on time as last year the eggs were all found very quickly. Duane Pierce also reminded the Subcommittee that the Post's semi-annual booyah sale will take place on April 20. He also indicated that he had received an e mail that stated even though there are massive budget cuts around the country in all things military, JPAC has put the word out that they have nine teams in Vietnam and Laos searching for remains.

-Donald Bettine reported that Memorial Day is coming up in May and the United Patriotic Society will have its ceremony at Flatley Park and he will send more information later with final details. He thought the ceremony would take place at 6:00 p.m.

Bettine concluded his report by stating that the time has come for him to resign his position on this Subcommittee. He said that age is catching up with him and he feels that he is no longer able to do the things he felt a Committee member should do. Erickson accepted the resignation and thanked Bettine for all the things he has done over the years and this was followed by a round of applause for Bettine.

-Jim Haskins stated that he had recently eaten at Julies Café in Howard and there was a jar on the counter labeled "A Soldier's Wish". This is an organization based in Reedsburg, Wisconsin. More information can be obtained at their website which is www.asolderswishlist.org.

-John Maino did not have anything to report.

-Sherry Steenbock stated that six new certificates had been mailed out. She also stated that she had contacted Rosemary Hinkfuss to ask her for her ideas to assist this Subcommittee in getting the Veterans Day Off With Pay State Senate Bill passed. Hinkfuss informed Steenbock that she should contact all veterans' organizations in the state so Steenbock created a letter, a copy of which is attached, which she would like to send to the organizations. She asked members of the Subcommittee to review the letter and advise her by the end of the week if anything should be changed or modified. Hopefully the veterans organizations would then contact their senators to request that they co-sponsor the bill. She also contacted someone from Senator Hansen's office and was advised that the plan was to circulate the bill for sponsorship this week. Steenbock felt we need to get going on this as soon as possible. Steenbock continued that Rosemary Desisles has provided her with a list of veterans organizations in the Brown County area and she also has a statewide list.

Haskins stated that the problem with this bill is that it never got out of Committee. He continued that they contacted all of the senators in the State of Wisconsin and were told the same thing, that being that the economy is bad and employers will not want to do this. He will continue to push for this however. Erickson stated that he agreed with this bill, but he would be concerned of what the fiscal impact would be. He asked if anyone had come up with a formula to see how many veterans would be affected by this to see what the costs to employers would be. Polus stated that he strongly supports this, however, he suggested another approach, that being sending letters to the CEOs and owners of companies stating that we believe this should be an honored day for veterans and would they consider providing their veterans with the day off. Polus felt the reality of this is that it will be a hard sell mandating this on a State level. The discussion continued and Steenbock indicated that she feels very strongly about this and it's the principal of this and she would like to give it another shot. Joe Witkowski stated that some veterans who have served their country have a job while others do not. Only those who are lucky enough to have an employer would have the benefit of a day off with pay. He felt this was great to be able to do this, but it would be unequal to the veterans who do not have a job.

-Joe Witkowski had several newspaper articles to share with the Subcommittee. One of them had to do with Veterans Court and the other was related to struggling veterans increasingly seeking help from military charities.

9. Such Other Matters As Authorized By Law.

Carl Soderburg agreed that the Veterans Day Off With Pay will be a tough sell. He does agree with the idea and felt it is important, but he felt that asking to honor veterans with someone else's resources would not go over well. He stated that the most important thing to do is to have as many constituents as possible approach their legislators on this.

Soderburg also reported that he had been at the Iron Mounting VA Clinic and he reported on the telehealth program they have begun using. Many preliminary diagnostic functions can now be performed with a secure two-way function over the internet similar to Skype.

10. Adjourn.

MOTION MADE BY JIM HASKINS, SECONDED BY DONALD BETTINE TO ADJOURN AT 6:35 P.M. VOTE TAKEN. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary